

## Extended School Year Services (ESYS) Determination Quick Guide

<b>During the school year</b>	<ul style="list-style-type: none"> <li>• Collect student performance information/assessment data, carefully document on appropriate forms.</li> <li>• Review the student’s progress or lack of progress regularly.</li> <li>• Gather data before and after breaks in instruction (e.g. Thanksgiving, Christmas, Spring Break) to document Regression/Recoupment of skills.</li> </ul>
<b>At the annual IEP meeting or at an IEP meeting scheduled to make the decision about the need for ESYS</b>	<ul style="list-style-type: none"> <li>• Discuss the student’s progress and related issues (including ESYS).</li> <li>• Explain and give the parent/guardian the <i>ESY Fact Sheet</i>.</li> <li>• Discuss the Regression-Recoupment and the Critical Point of Instruction criteria, as well as the possibility of Extenuating Circumstances.</li> <li>• Discuss ongoing data collection techniques that will be used to make instructional decisions, including determining the need for ESYS.</li> </ul>
<b>Between January 15<sup>th</sup> and April 15<sup>th</sup> *</b>	<ul style="list-style-type: none"> <li>• Examine the student’s instructional data to evaluate the performance, the progress, and to determine the need for ESYS.</li> <li>• Inform the parents of their due process rights, if the student does not need ESYS and the parent disagrees.</li> <li>• Make every effort to gain the parent/guardian participation in the ESY decision making process.</li> <li>• Document the basis for the decision, how the decision was made and ensure that it is included in the student’s file.</li> <li>• Complete the ESY IEP page and pay careful attention to all sections.</li> <li>• Ensure that goals and objectives are developed based on the current year’s IEP unless the committee determines the need to address new issues. Document carefully any new issues.</li> </ul>
<b>Complete the ESY Recommendation Form</b>	<ul style="list-style-type: none"> <li>• The teacher must complete the ESY Recommendation Form and submit it to the appropriate district supervisor</li> </ul>

**Note:** \* If it is necessary for an ESY determination to be made after April 15<sup>th</sup>, a letter of justification indicating why services are needed must be kept on file along with the copy of the student’s IEP ESY page.

\* For private placement decisions made after April 15<sup>th</sup>, please refer to the process outlined on page 4 of the ESY Handbook